



LASSEN COUNTY
CHILDREN AND FAMILIES COMMISSION
MEETING MINUTES

October 3, 2002, 1:30 p.m.
1345 Barry Creek Plaza, Suite B
Susanville, California

Commissioners Present: Karol Merten, Mae Sherman, Doug McCoy, Elizabeth Elam, Jim Chapman, Janice Irvin, Patsy Jimenez

Commissioners Absent: Bobby Malone

Community Members: Barbara Tiner, Tonya Jungwirth, Kathleen Colvin, Jerry Abts, Tom Keeffer, Lisa Holmstrom, Carrie Stout, Kyle Devine, Robin Jones, Lisa Holmstrom

1. **Welcome and Introductions:** Chairperson, Karol Merten called the meeting to order at 1:30 p.m. Everyone was welcomed by the Chairperson, and all introduced themselves.
2. **Approval of Agenda:** Commissioner Irvin moved that the agenda be approved as presented, Commissioner Jimenez seconded the motion, there was no discussion, and the motion was unanimously approved. There were no abstentions.
3. **Consent Calendar:** The consent calendar was presented. Commissioner Jimenez moved to approve the Consent Calendar as submitted. Commissioner McCoy seconded the motion, there was no discussion, and the motion unanimously passed with no abstentions. The following items were covered by the Consent Calendar:

SUBJECT:	Approval of Minutes LCCFC Meetings of September 5, 2002
SUBJECT:	Approval of Fiscal Report
SUBJECT:	Authorize Signing of ABS Software Contract
SUBJECT:	Authorize Payment of Liability Insurance for One Year
5. **Public Hearing on Annual Audit:** The Public Hearing on the 2001-2002 Annual Audit was declared open by Commissioner Merten at 1:40 p.m. Public comment was called for. There being none, the public hearing was closed at 1:41 p.m.
6. **Formal Acceptance of Annual Audit:** Commissioner Jimenez moved that the Annual Audit be accepted as presented. Commissioner McCoy seconded the motion, there was no discussion, the motion carried unanimously
7. **Public Hearing on Annual Report:** The Public Hearing on the 2001-2002 Annual Report was declared open by Commissioner Merten at 1:42 p.m. Public comment was called for. There being none, the public hearing was closed at 1:43 p.m.
8. **Formal Acceptance of Annual Report:** Commissioner Jimenez moved that the Annual Report be accepted with corrections in the dates in the column headings. Commissioner Irvin seconded the motion, there was no discussion, the motion carried unanimously.

LASSEN COUNTY CHILDREN AND FAMILIES COMMISSION
MEETING MINUTES

October 3, 2002, 1:30 p.m.

Page Two

9. **Applications for Commission Vacancies:** Three applications were reviewed for the vacancies on the Commission. The applicants qualifications would bring good representation to the Commission from the North County area, and also from the area of special needs children. There is no input for the Board of Supervisors, and the appointments can go as scheduled.

10. **Application for Mini Grant:** An application for a mini grant to attend a training to become a certified lactation consultant was presented by Amiee Osborn. Amiee is an AmeriCorps worker. The proposed project would bring additional skills to the AmeriCorps Home Visiting Project as well as bring lactation consultation services into the hospital for each new mother. Commissioner Elam moved that the mini grant be awarded as presented, Commissioner Irvin seconded the motion, there was no discussion, the motion carried. Patsy Jimenez abstained from voting.

11. **Review and Authorization to sign Agreements with ComPAC:** Four contracts between the Commission and ComPAC were presented for review. Contract #1 is an amended agreement for the original FRC project, Contract #2 is a contract for the supplemental FRC project, Contract #3 is the School Readiness Project contract, and Contract #4 is a contract for the Home Visitation AmeriCorps/Vista Project. A great deal of discussion ensued concerning the contract review process. It was suggested that a list of the ComPAC Board Members be attached to each contract, and that each contract be reviewed by legal counsel. Jan Heid's name and Craig Kellison's name were suggested as potential reviewers. Laura was instructed to obtain an independent review of the four contracts. Laura was also requested to solicit proposals from other legal counsel to provide future legal consultation services to the Commission. This process would not be a formal RFP process, but a less formal invitation to offer legal services to the Commission. An immediate need for interim authorization to expend on the AmeriCorps project was discussed. Commissioner Chapman moved that the contracts be reviewed by legal counsel, and that pending review, the AmeriCorps project be authorized to expend up to \$20,000 for start up costs. Commissioner Sherman seconded the motion. There was no further discussion. Commissioners Irvin, Merten, and Jimenez abstained from voting. All others voted to approve the motion. The motion carried.

12. **Report on Award of MSA Funds for Bieber FRC Project:** Commissioner Merten reported on the Budget Hearing meeting with the Board of Supervisors on September 10, 2002 by Laura Roberts and Barbara Tiner. The supplemental information given to the Board of Supervisors at the Budget Hearing was provided to the Commissioners. The Board of Supervisors allocated \$300,000 for the project, \$100,000 per year for three years. The funds are being set aside in a trust account. A budget and a list of deliverables has been requested. It was stated that this is best formulated by the community advisory group in Bieber and then presented to the Board of Supervisors for approval. It was requested that we get up to that community immediately and begin

LASSEN COUNTY CHILDREN AND FAMILIES COMMISSION
MEETING MINUTES

October 3, 2002, 1:30 p.m.

Page Three

work with the community to develop the project. It was felt that the blending of school readiness funds and MSA funds is a topic that can be considered at a later date.

Activities just need to start immediately for the Communities in North County. It was felt that the Commission should begin the process, and ComPAC should accompany the Commission and be there for technical support. Laura is to contact Brian Dahle and get the process and dates set up.

10. **AmeriCorps Home Visiting Project:** Barbara Tiner reported on the AmeriCorps project startup. The Home Visit America training is now going to be held in Susanville rather than in Sacramento. This is a 5 day training after which the AmeriCorps workers and other attendees will earn a certified home visitor status.

11. **School Readiness Project Update:** Tonya Jungwirth reported that the Grand Opening was attended by over 200 community residents. It was a smashing success. There has been a great deal of outreach and public awareness going on. The Mom's Club is meeting regularly. The Toy Lending Library and resource library are continuing to be developed. Child and Family Resources is collaborating with the Westwood FRC on this aspect of the facility. The Boys and Girls Club has requested a meeting with the Westwood FRC to explore ways of partnering. The power point presentation that was given in Sacramento to the State Children and Families Commission was shown. The last few slides reflected photos of the grand opening.

12. **Open Comment:** Barbara Tiner reported that ComPAC received a Community Based Organization grant from the State Children and Families Commission to conduct a public awareness campaign on all of the aspects regarding children that are contained in the New Parent Kit. The AmeriCorps workers will provide some of the support for the implementation of this project. The length of the project is approximately 17 months. The outreach materials for the project are provided and are patterned after the ones in the New Parent Kit.

14. **Adjourned:** The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Laura J. Roberts
Executive Director